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CONFIDENTIAL

16 JUL 1957

MEMORANDUM FOR: Director of Logistics

ATTENTION : Chief, Supply Division

SUBJECT : Property Forms Relating to the  
Financial Accounting Procedure  
for Property.

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1. A member of this staff, during a recent visit to [redacted] reviewed the operations of the Financial Accounting for Property procedure at the base for the purpose of determining whether or not further simplifications of this procedure could be made.

2. A review was made of each transaction recorded in the financial accounting records for one month with particular attention being directed to the adjusting entries required to reconcile the financial records with the logistics' records of property on hand and in use.

3. The errors made in the financial property records were due, in a large majority of instances, to the fact that the receiving and issuing documents do not have columns for recording the transaction code and the extended dollar amounts. This information was recorded in any available blank space which in many cases was on the back of the document. It appears that this source of error could be eliminated by redesigning the forms to provide space for all information required for posting the financial accounting records.

4. It is recommended that all documents used in recording financial property transactions be revised to provide spaces for inserting the information necessary to post these records. This Staff will be glad to collaborate in revising these forms if you so desire.

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Chief, Technical Accounting Staff

TAS/MG/bw (15 July 1957)

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